



Career Field Information

Category:

Mission Support

Unit:

102d Fighter Wing

AFSC:

6C0X1

Job Title:

Contracting Specialist

Equivalent Civilian Career:

Buyer, Contract Negotiator, Purchasing Agent

Job Description / Background:

Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, justifications and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions. Ensures contractors comply with bonding, insurance, and tax requirements, as applicable. Supports studies pursuant to competitive sourcing. Conducts site-visits to ensure contractor compliance. Holds contract negotiations with vendors. Conducts open and sealed bidding procedures per Federal Acquisition Regulation guidelines.

Technical Training and School Information

School Length:

20 days

School Location:

Lackland AFB TX

Job Qualifications / Prerequisites

Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures. General score of 70 required on ASVAB. For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or possession of a baccalaureate degree.

The Massachusetts Air National Guard provides all training

For more information call 1-800-292-3184 or visit <http://www.maotis.ang.af.mil/join>